



Business Process Guide Understanding Capital Assets in WyoCloud Financial Management July 2020

Questions? Contact:

Financial Affairs Support Team (FAST)

Merica Hall, Room 206

Phone: (307)766-4340

Email: FAST@uwyo.edu

Table of Contents

- I. [Overview](#)
- II. [Lifecycle of Asset Structure/Process](#)
- III. [Budgeting for a Capital Asset](#)
- IV. [Process for Buying a Capital Asset](#)
- V. [Understanding the Accounting on a Capital Asset](#)
- VI. [Reports and Validating Capital Asset Purchases](#)

I. Overview

The University of Wyoming has a fiduciary responsibility to manage capital equipment that has been entrusted to the University. Capital Equipment may be acquired using University funds or funds donated from an outside entity. Please read the [Standard Administrative Policy and Procedure \(SAPP\)](#) for detailed information regarding the University's policy on capital equipment/asset on the Financial Affairs website under Policies and Reference Material.

A capital asset (also known as a fixed asset/capital equipment) is any individual item that:

- a. Has a per-unit acquisition or fabrication/construction cost of \$5,000 or more;
- b. Is moveable (not permanently affixed to a building or infrastructure);
- c. Has a useful life of at least one (1) year; and
- d. Is an inanimate object, typically used to perform tasks (e.g., research, grounds-keeping, farming, transportation, etc.).

It does not include real property (land), most software, animals, or library holdings.

II. Lifecycle of Asset Structure/Process

An asset's lifecycle consists of acquiring the asset, utilizing and tracking the asset, and disposing of the asset. Each department must assign an employee as the Organization's Property Administrator (OPA) to manage all capital and non-capital equipment within their organization(s) throughout the asset's entire lifecycle.



Asset Management will provide OPAs training within 30 days of assignment. *Note: To update the OPA responsibilities to another person, the department must complete the OPA change request form located on the Financial Affairs website under Forms. The department must notify Asset Management within 2 weeks of effective change date.*

A. Purchasing and Tagging

Acquiring a capital asset begins with submitting a purchase requisition to route through all approvals.

Acquiring a capital asset through the purchasing process is outlined in more detail below in Step IV.

1. When an asset is purchased it must route through the Asset Management office for approval via the purchase requisition process.
2. Once an asset is received, it must be tagged within 1 week of Asset Management's request to access the equipment for tagging.
 - a. Certain items that are considered replacement parts are not tagged
 - b. Tags for off-site equipment will be mailed
 - c. All ID tags must be easily visible on equipment
 - i. X-Tags are assigned to equipment that cannot be physically tagged

B. Inventory

A rolling inventory is conducted once every two years for every organization across campus.

1. All capital assets on the inventory record must be accounted for and organizations have 15 days to locate any missing equipment.
2. Organization Property Administrator (OPA) assigned in each department manages the capital and non-capital equipment of his/her organization(s) through the equipment's entire lifecycle.

C. Disposing

Organizations must make a written request on a Property Disposition Request (PDR) form and submit it to the Asset Management Office for approval prior to disposition of all University property including Capital Equipment. Types of dispositions include:

1. Surplus
2. Transfer within the University, including changes to Organizations, Asset Owner, or rooms or other locations
3. Move/Sale to departing employee's new institution
4. Transfer-Out
5. Cannibalization
6. Deliver per Contract
7. Return to vendor
8. Trade-In
9. Lost/Destroyed
10. Stolen
11. Record-Keeping Error

III. Budgeting for Capital Assets

Capital asset purchases should be budgeted within natural account 77404 (*Transfers for Replacement and Depreciation*) from any of their general ledger funding sources (i.e., unrestricted, designated, etc.) with the appropriate associated fund class. *(Fund Source expands upon the Fund Class segment specifying the exact nature of the source of funds; therefore, it is crucial the combination of Fund Class and Fund Source align with one another.)* The expense class for this should be 001 (*default for non-expense transactions*).

Ultimately, this will allow for a transfer to be completed (discussed in Section V (3)) and users can see a budget vs. actual for these expenses on the Account Analysis report. This transfer will reduce your unit’s spending authority. More information on this in the validation section below.

The transfer in (credit) will go into a plant fund within Natural Account 77404, Fund Class 750, and Fund Source 730001 within the University’s general operating organization 00001 and expense class 001. This transfer will zero out at the University level so accounting of the asset can continue appropriately, but will allow users to see the actual expense decrease their spending authority.

Transfer Out/From Account (account that will be used to fund the transfer)

Entity	Natural Account	Fund Class	Fund Source	Org	Expense Class	Program	Activity	Future
Any entity	77404	Appropriate Fund Class	Appropriate Fund Source	Any Org	001	Any Program	Any Activity	0 (Default)

Transfer In/To Account (account that will receive the transfer (the plant fund))

Entity	Natural Account	Fund Class	Fund Source	Org	Expense Class	Program	Activity	Future
Any entity	77404	750	730001	00001	001	0000	0000	0 (Default)

A more specific sample of a transfer is below, using the scenario of the botany department purchasing a capitalized piece of lab equipment.

Transfer Out/From Account

Entity	Natural Account	Fund Class	Fund Source	Org	Expense Class	Program	Activity	Future
10 (UW)	77404	105 (Unrestricted Operating)	000001 (Unrestricted Operating)	13121 (Botany)	001 (Default)	0000 (Default)	0000 (Default)	0 (Default)

Transfer In/To Account

Entity	Natural Account	Fund Class	Fund Source	Org	Expense Class	Program	Activity	Future
10 (UW)	77404	750 (Plant Fund)	730001 (Plant Fund)	00001 (General University Operations)	001 (Default)	0000 (Default)	0000 (Default)	0 (Default)

IV. Process for Buying a Capital Asset

Employees must purchase any type of capital asset/equipment through the standard purchase requisition process (see [catalog](#) and [non-catalog](#) requisition quick reference guide) to ensure all approvals are obtained and compliance is met.

Purchase Requisition Example

Enter Requisition Line

Add to Cart
Done
Shopping Cart 0

* Line Type: Goods

* Item Description: Capital asset purchase example. Enter full description of item to be purchased.

* Category Name: EQUIPMENT.OFFICE-CAP 1

* Quantity: 1

* UOM Name: EA

* Price: 6,500.00

* Currency: USD

Negotiated

* Supplier: OfficeScapes

* Supplier Site: FTCOLLINS12783

Supplier Contact: [Dropdown]

Delivery

* Requester: Greenawalt, Kaylyn

Urgent: No

Requested Delivery Date: 7/15/2020

* Deliver-to Location: Merica Hall

Deliver-to Address: 16 & Gibbon, Merica Hall, LARAMIE, WY 82071, UNITED STATES

Asset Owner: Laura Shevling

Asset Building: Merica Hall

Asset Room/Location: 213

Instructions for Funding Strings: Complete the asset funding string fields for asset purchases so transfers can be completed. For more information see the Business Process Guide.

Asset Funding String 1: 10-77404-105-000001-21003-001-0000-0000-0

Percent for String 1: 100

Asset Funding String 2: [Empty]

Percent for String 2: [Empty]

Asset Funding String 3: [Empty]

Percent for String 3: [Empty]

3

Project Costing Details							Charge Account 4
Project Number	Task Number	Expenditure Item Date	Expenditure Type	Expenditure Organization	Contract Number	Funding Source	
							10-12501-750-730001-21003-550-0000-0000-0

1. Capital Asset Requisition Categories

The list of capitalized asset purchase category names that should be utilized for purchases over \$5,000 are noted below:

CAPITALIZED CATEGORIES	
Category Name	Category Description
EQUIPMENT-IT.COMPUTER-CAP	(\$5,000 - Over) Depreciated - computers and peripherals
EQUIPMENT.DORM-CAP	Dorm and Housing Equipment and Furnishings - Capitalized - \$5,000.00 and over. Equipment, furniture, etc.
EQUIPMENT.ED-REC-CAP	Educational and Recreational - Capitalized - \$5,000.00 and over. Athletic, Educational, Library and Recreational Equipment.
EQUIPMENT.FARM-CAP	Farm Equipment - Capitalized - \$5,000.00 and over. Farm Machinery, Implements, Tractors.
EQUIPMENT.FOODSVS-CAP	Food Service Equipment - Capitalized - \$5,000.00 and over. Cooking and Baking Equipment, Appliances, Cold Storage Equipment
EQUIPMENT-IT.TELECOM-CAP	Telecommunications Equipment - Capitalized - \$5,000.00 and over.
EQUIPMENT.LAB-CAP	Laboratory, Medical and Research Equipment - Capitalized - \$5,000.00 and over. Scientific Engineering, Laboratory, Medical and Research Equipment
EQUIPMENT.LAW-CAP	Security and Law Enforcement Equipment - Capitalized - \$5,000.00 and over. Firearms, etc.
EQUIPMENT.OFFICE-CAP	Office Equipment and Furniture - Capitalized - \$5,000 and over
EQUIPMENT.SHOP-CAP	Shop and Maintenance Equipment - Capitalized - \$5,000.00 and over. Tools, Custodial, Electrical, Landscaping, Laundry, Plumbing and Sewer Equipment
EQUIPMENT.TECH-CAP	Technical Equipment - Capitalized - \$5000 and over. Audio-Visual, Broadcasting, and Video Conferencing System Equipment.
EQUIPMENT.VEHICLE-CAP(DEPT.)	Vehicles and Transportation Equipment - Capitalized - \$5,000.00 and over. Cars, Trucks, Buses, Trailers, ATV's, Boats, Snowmobiles and Equipment Installed (Used for departmental purchased vehicles).
EQUIPMENT.VEHICLE-FLEET-CAP	Vehicles and Transportation Equipment - Capitalized - \$5,000.00 and over. Cars, Trucks, Buses, Trailers, ATV's, Boats, Snowmobiles and Equipment Installed. (Fleet Services Only)

BUILT CATEGORIES	
Category Name	Category Description
EQUIPMENT.DORM-BUILT	Dorm and Housing Equipment and Furnishings - Administrative Loan or UW Built (Contact Property Office before using)
EQUIPMENT.ED-BUILT	Educational, Recreational and Technical Equipment - Administrative Loan or UW Built (Contact Property Office before using)
EQUIPMENT.FARM-BUILT	Farm Equipment - Administrative Loan or UW Built (Contact Property Office before using)
EQUIPMENT.FOODSVS-BUILT	Food Service Equipment - Administrative Loan or UW Built (Contact Property Office before using)
EQUIPMENT-IT.TELECOM-BUILT	Telecommunications Equipment - Administrative Loan or UW Built (Contact Property Office before using)
EQUIPMENT.LAB-BUILT	Laboratory, Medical and Research Equipment - Administrative Loan or UW Built (Contact Property Office before using)
EQUIPMENT.LAW-BUILT	Security and Law Enforcement Equipment - Administrative Loan or UW Built (Contact Property Office before using)
EQUIPMENT.OFFICE-BUILT	Office Equipment and Furniture - Administrative Loan or UW Built (Contact Property Office before using)
EQUIPMENT.SHOP-BUILT	Shop and Maintenance Equipment - Administrative Loan or UW Built (Contact Property Office before using)
EQUIPMENT.VEHICLE-BUILT	Vehicles and Transportation Equipment - Administrative Loan or UW Built (Contact Property Office before using)

2. Asset Information

All capital equipment asset purchases must be placed on institutional inventory records regardless of their funding source(s) or ownership title (Federal, State, University or other). If the three asset fields are NOT completed during the requisition process, the requisition will be rejected when it is reviewed by the Asset Management department and will need to be completed and submitted through the approval workflow again.

Field Name	Description of Field
Asset Owner	An individual active in HCM that is not a student or retiree. Owner can be any faculty or staff member who is primarily responsible for the asset (i.e., if someone is looking for the asset, who could they contact?).
Asset Building	This is a drop down/search selection to select the building name or address applicable to the asset location.
Asset Room/Location	Describe where the asset will be housed (i.e., if one were to look for the asset, where could they find it?). This could be a room number within a building (ex. Room 402), type of location (Hallway East End of Second Floor), or name of location (Sheep Shed).

3. Asset Funding String Information

For capital equipment asset purchases, preparers must complete the Asset Funding String fields of the appropriate account string that will fund the purchase of the asset. There are three separate fields to account for splits up to three ways. If the purchase needs to be split more than three ways, the preparer should indicate in the first field to “see attached” and attach an internal document to the requisition that indicates the full account strings and the percent of the total to be allocated.

Percent allows for adjustments to easily be made if the total of the purchase should change for any reason. If the percent of the funding strings need to be changed, please contact the Asset Management department.

The transfer is not completed until the asset purchase is completely received, receipted, invoiced and paid in total.

Field Name	Description of Field
Asset Funding String 1	The entire account string that will fund the purchase of asset during the transfer journal entry in the format as followed: 10-77404-105-000001-21003-001-0000-0000-0
Percent for String 1	The percent of total amount to be allocated to Asset Funding String 1 (ex. 100 for 100% or 25 for 25%)
Asset Funding String 2	If a second funding source will be splitting the cost, enter the full account string for the additional entry of the transfer journal entry in the format as followed: 10-77404-105-000001-21003-001-0000-0000-0
Percent for String 2	The percent of total amount to be allocated to Asset Funding String 2 (ex. 100 for 100% or 25 for 25%)
Asset Funding String 3	If a third funding source will be splitting the cost, enter the full account string for the additional entry of the transfer journal entry in the format as followed: 10-77404-105-000001-21003-001-0000-0000-0
Percent for String 3	The percent of total amount to be allocated to Asset Funding String 3 (ex. 100 for 100% or 25 for 25%)



Example of multiple funding strings with multiple organizations involved

Instructions for Funding Strings Complete the asset funding string fields for asset purchases so transfers can be completed. For more information see the Business Process Guide.

Up to 3 lines to provide funding string information for the **transfer** entry.

Asset Funding String 1 10-77404-105-000001-21003-001-0000-0000-0
 Percent for String 1 75
 Asset Funding String 2 10-77404-105-000001-13121-001-0000-0000-0
 Percent for String 2 10
 Asset Funding String 3 10-77404-105-000001-40001-001-0000-0000-0
 Percent for String 3 15

If multiple funding sources are allocated across different organizations, this section will drive the requisition through the appropriate approvals and should be split according.
 Must use Fund Class 750 & Fund Source 730001

Charge Account	* Budget Date	* Percentage	Quantity	Amount (USD)
10-12501-750-730001-21003-550-0000-0000-0	7/8/2020	75	0.75	4,875.00
10-12501-750-730001-13121-550-0000-0000-0	7/8/2020	10	0.1	650.00
10-12501-750-730001-40001-550-0000-0000-0	7/8/2020	15	0.15	975.00
Total				100 1 6,500.00

Example of multiple funding strings within same organization split using program codes

Instructions for Funding Strings Complete the asset funding string fields for asset purchases so transfers can be completed. For more information see the Business Process Guide.

If you want to transfer to be split out by program or activity codes for the same organization, you can enter them here.

Asset Funding String 1 10-77404-105-000001-21003-001-0000-0000-0
 Percent for String 1 75
 Asset Funding String 2 10-77404-105-000001-21003-001-1056-0000-0
 Percent for String 2 10
 Asset Funding String 3 10-77404-105-000001-21003-001-1819-0000-0
 Percent for String 3 15

If the funding is coming all out of the same organization, you only need one line here.

Charge Account	* Budget Date	* Percentage	Quantity	Amount (USD)
10-12501-750-730001-21003-550-0000-0000-0	7/8/2020	100	1	6,500.00
Total				100 1 6,500.00

Example of multiple funding sources using project(s) and general ledger funding source(s)

Funding String for General Ledger Funding Portion and the associated charge account to FC750, FS 730001 for this line

Asset Funding String 1: 10-77404-105-000001-21003-001-0000-0000-0
 Percent for String 1: 50

Asset Funding String 2:
 Percent for String 2:

Asset Funding String 3:
 Percent for String 3:

Enter project number on a separate line for splitting with a project

Proj Num	Expenditure Item Date	Expenditure Type	Expenditure Organization	Contract Number	Funding Source	Charge Account	Budget Date	Percentage	Quantity	Amount (USD)
1001071	1	7/15/2020	1001071	University of W...	10-12501-750-730001-21003-550-0000-0000-0	7/8/2020	50	0.5	3,250.00	
1001071	1	7/15/2020	1001071	University of W...	10-12501-105-000001-20001-550-0000-0000-0	7/9/2020	50	0.5	3,250.00	
Total								100	1	6,500.00

4. Capital Asset Purchase Information on the Requisition (under Charge Account in the system)

General Ledger Funding: When updating the billing account information on the purchase requisition, the preparer must use Fund Class (750) and Fund Source (730001) if using any general ledger account funding (i.e., unrestricted, designated, foundation account, etc.). If these segments are not updated to this combination, the purchase requisition will be rejected by Asset Management.

For multiple funding sources: the entity, organization and expense class segments can be updated, but the Fund Class and Fund Source should remain using the 750 Fund Class and 730001 Fund Source. This will provide consistency and route to the appropriate cost center approvers.

The below chart provides a sample of what fields can/cannot be updated/selected when updating the billing account information on the requisition when using any general ledger account funding:

Entity	Natural Account	Fund Class	Fund Source	Org	Expense Class	Program	Activity	Future
Any Entity	Default based on the Requisition Category	750 (Plant Fund)	730001 (Plant Fund)	Any Org	Any Expense Class	0000 (Default)	0000 (Default)	0 (Default)

Project Funding: If project funds are to be applied against the capital asset purchase, simply enter the POETA information (Project Number and Project Costing Details) or use the split funding option to apply multiple projects. The Fund Class and Fund Source segments do not need to be updated because each project is mapped to a specific general ledger account. The Accounting Office will complete journal entries each month on the general ledger side of the project to move the entry to natural account 77404 to be consistent with other transactions and allowing the asset to remain as a debit on the project. Users will not see a change on the project within PPM.

V. Understanding the Accounting on a Capital Asset

As a university asset, the item must be accounted for as an asset on the balance sheet and depreciated over its life. As a department spending the funds for the asset, it is important for them to understand how these purchases will affect their spending authority, both on the initial purchase and the related depreciation.

1. Initial Cost

General Ledger Funding: Campus departments are responsible for the initial cost of a capital asset/equipment. Recall that in Section IV (3) above, when you purchase a capitalized asset, you will use Fund Class 750 and Fund Source 730001 when completing the requisition. Thus, when the initial expense is processed, it will not appear in the natural account/fund class/fund source combination where you budgeted. However, once the transfer that is outlined in the Section III of this document is completed, you will see a reduction (a debit) to your spending authority in the natural account 77404 and fund class/fund source from which the transfer came from. This transfer, and its reduction in your spending authority, should be considered the initial expense/purchase of the item. This debit can be viewed on the Account Analysis Report.

Project Funding: For projects, it will appear as a debit/expense within the project. There will be no change on the project when the Accounting Office completes journal entries on the general ledger side of the project to account for the capitalized asset/equipment in natural account 77404, Fund Class 750 and Fund Source 730001. There is no additional action needed on an end user for capitalized asset/equipment purchases when using project funds.

2. Depreciation

Depreciation is the expense of the asset over its life. The University uses straight line by month over the years as stated in the SAPP. Depreciation is tracked and accounted for centrally and it will not be charged against a unit's remaining spending authority. Campus departments will not see the depreciation in their accounts and will not be responsible to cover the costs associated with the depreciation. Campus departments are only responsible for the initial cost/purchase of the asset. University of Wyoming will account for the depreciation using the same Fund Class (750) and Fund Source (730001), but all depreciation will be allocated to the default university organization (00000).

3. Journal Entry Transfer

Prior to the closing of each month, Asset Management and the Accounting Office will review capital asset purchases and the funding sources indicated on the requisition(s). For each capital asset purchase that has been fully capitalized (received, receipted, invoiced, and paid), the Accounting Office will complete the journal entry for the transfer for each capital asset purchase. The account that was provided within the requisition field(s) "Asset Funding String 1,2,and 3" to fund the transfer will then see a debit (a reduction in spending authority) that will be trackable on the Account Analysis report. The department will see the debit in the natural account 77404 (*Transfers for Replacement and Depreciation*) within their funding source.



Example of the transfer

Entity	Natural Account	Fund Class	Fund Source	Org	Expense Class	Program	Activity	Future	Debit	Credit
10	77404	105	000001	13121	001	0000	0000	0	\$15,000	
10	77404	750	730001	00001	001	0000	0000	0		\$15,000

4. Project Funds

For capital asset purchases purchased on projects or on funds tracked in the Project Portfolio Management (Awards Module), users will see a debit on their project and the spending authority will be reduced. For capital asset purchases purchased on projects or on funds tracked in the Project Portfolio Management (Awards Module), users will see a debit on their project and the spending authority will be reduced. The (Org/Fund Class/Fund Source) tied to the project fund will receive the (debit) to account 77404 to account for the capital asset purchase on the general ledger and university level (Org 00001) will receive the credit to account 77404 for consistency compared to GL funding. Users will not see a change on the project (PPM).

VI. Reports and Validating Capital Asset Purchases

This section will outline recommended best practices for financial staff on how to validate capital asset purchases. There are a variety of methods to review budget and transaction information. Below is an outline of using the Account Analysis report.

A. Validating Expenditures and Transfers are Accurate and Complete in the GL

Accounts should be validated monthly for each funding source to ensure all transactions are completed and accurate.

1. Account Analysis Report (pre-built option recommended)

- The Financial Affairs team publishes the account analysis report after each month end is closed by division. The reports are available at the following warehouse drive: [\\warehouse\shotgun\\$\Financial Management Reports](\\warehouse\shotgun$\Financial Management Reports)
- Navigate to the Account Analysis folder then to the Division to review the organization’s accounts. Select the fiscal year and the month ending you wish to view.
- Upon opening the report, select the AASummary tab. This tab will show all transactions hitting the GL account associated with each organization. **Note:** this tab includes natural accounts that do not affect a unit’s spending authority such as Balance Sheet accounts and Clearing accounts.
- Capital assets upon initial completion of the purchase requisition/purchase order will appear on the AASummary tab in a clearing natural account (12501 through 12531), fund class 750, fund source 730001, for the organization. This is **not the actual expense** of the asset to the organization. This is recognizing the purchase as an asset within the asset management module.



Example of AASummary Tab Before Posting of Journal Entry Transfer

ORG DESC	FUND SOU	BALANCE_TYPE	NATURAL ACCOUNT-DESC	START DATE	ACCOUNTED		TOTAL
					DR	ACCOUNTED CR	
21003-Systems & Institutional E	000001	Actual	60101-Staff Salary Expens		\$ 502,525.49		\$ 502,525.49
			60501-Other Salary Expens		\$ 7,765.82	\$ 982.50	\$ 6,783.32
			60816-Flat Fringe Rate Em		\$ 247,477.69	\$ 38.34	\$ 247,439.35
			62001-Professional Servic		\$ 33.62		\$ 33.62
			63001-Travel Domestic Exp		\$ 8,344.63	\$ 695.54	\$ 7,649.09
			63003-Hosting Expense		\$ 215.03		\$ 215.03
			64001-Lab Supplies		\$ 4.95		\$ 4.95
			64002-Office Supplies		\$ 674.06		\$ 674.06
			64005-Non capital Equipme		\$ 1,927.10		\$ 1,927.10
			64006-Non capital Equipme		\$ 12,505.74	\$ 10,395.00	\$ 2,110.74
			64007-Books Subscriptions		\$ 616.55		\$ 616.55
			64008-Computer Software &		\$ 1,797.00	\$ 1,198.00	\$ 599.00
			66509-Training/Profession		\$ 2,416.45		\$ 2,416.45
			67001-Research & Developm		\$ 1.00		\$ 1.00
			76002-Internal Service Al		\$ 4,464.69		\$ 4,464.69
	730001	Actual	12501-Equipment OFFICE CI		\$ 6,500.00	\$ 6,500.00	
Grand Total					\$ 797,269.82	\$ 13,309.38	\$ 783,960.44

- Upon closing of the month, if the asset purchase was fully capitalized (received, receipted, invoiced and paid) the journal entry for the transfer of capital asset purchase that month will be posted and will show on the Account Analysis report.
- The asset purchase will **appear as an expense** on both the AASummary and the BudgetSummary tab of the Account Analysis report under the funding source covering the cost of the asset, within natural account 77404.
- It is important to note, on the AASummary tab as described above, users will see both the clearing account transaction within Fund Source 730001 for their organization and the transfer entry within their funding source that is paying for cost of the asset. The clearing account entry does not affect the unit's spending authority.
- To review budget vs. actuals, use the BudgetSummary tab.
- The BudgetSummary tab eliminates all transactions that do not affect a unit's spending authority and provides a view of actual expense and revenue transactions.

Example of AASummary Tab After Journal Entry Transfer is Posted

ORG DESC	FUND SOU	BALANCE_TYPE	NATURAL ACCOUNT-DESC	START DATE	ACCOUNTED		TOTAL
					DR	ACCOUNTED CR	
21003-Systems & Institutional E	000001	Actual	60101-Staff Salary Expense FT		\$ 502,525.49		\$ 502,525.49
			60501-Other Salary Expense PT		\$ 7,765.82	\$ 982.50	\$ 6,783.32
			60816-Flat Fringe Rate Employer		\$ 247,477.69	\$ 38.34	\$ 247,439.35
			62001-Professional Services Exp		\$ 33.62		\$ 33.62
			63001-Travel Domestic Expense		\$ 8,344.63	\$ 695.54	\$ 7,649.09
			63003-Hosting Expense		\$ 215.03		\$ 215.03
			64001-Lab Supplies		\$ 4.95		\$ 4.95
			64002-Office Supplies		\$ 674.06		\$ 674.06
			64005-Non capital Equipment Com		\$ 1,927.10		\$ 1,927.10
			64006-Non capital Equipment Oth		\$ 12,505.74	\$ 10,395.00	\$ 2,110.74
			64007-Books Subscriptions & Med		\$ 616.55		\$ 616.55
			64008-Computer Software & Licen		\$ 1,797.00	\$ 1,198.00	\$ 599.00
			66509-Training/Professional Dev		\$ 2,416.45		\$ 2,416.45
			67001-Research & Development Su		\$ 1.00		\$ 1.00
			76002-Internal Service Allocati		\$ 4,464.69		\$ 4,464.69
	730001	Actual	77404-Transfers for Replacement and Depreciation		\$ 6,500.00	\$ 6,500.00	
			12501-Equipment OFFICE Clearing		\$ 6,500.00	\$ 6,500.00	
Grand Total					\$ 803,769.82	\$ 13,309.38	\$ 790,460.44

Plant Fund & Clearing Account = **Not** Expense to Department

Journal Entry for Transfer = Expense to Department



Example of BudgetSummary Tab After Posting of Journal Entry Transfer

ORGANIZATION	FUND SOURCE	NATURAL ACCOUNT-DESC	ACCOUNTED DR	ACCOUNTED CR	TOTAL	BUDGET	VARIANCE	% Remaining
21003	000001	60101-Staff Salary Expense FT	\$ 502,525.49		\$ 502,525.49	\$ 667,044.00	\$ 164,518.51	24.66%
		60501-Other Salary Expense PT	\$ 7,765.82	\$ 982.50	\$ 6,783.32	\$ 17,700.00	\$ 10,916.68	61.68%
		60816-Flat Fringe Rate Employer	\$ 247,477.69	\$ 38.34	\$ 247,439.35		\$ (247,439.35)	0.00%
		60816-Flat Fringe Rate Employer Share			\$ -	\$ 329,364.00	\$ 329,364.00	100.00%
		62001-Professional Services Exp	\$ 33.62		\$ 33.62		\$ (33.62)	0.00%
		62011-Catering Expense			\$ -	\$ 2,004.00	\$ 2,004.00	100.00%
		63001-Travel Domestic Expense	\$ 8,344.63	\$ 695.54	\$ 7,649.09	\$ 12,000.00	\$ 4,350.91	36.26%
		63003-Hosting Expense	\$ 215.03		\$ 215.03		\$ (215.03)	0.00%
		64001-Lab Supplies	\$ 24.75	\$ 19.80	\$ 4.95		\$ (4.95)	0.00%
		64002-Office Supplies	\$ 1,589.64	\$ 915.58	\$ 674.06	\$ 2,004.00	\$ 1,329.94	66.36%
		64005-Non capital Equipment Com	\$ 5,781.30	\$ 3,854.20	\$ 1,927.10		\$ (1,927.10)	0.00%
		64005-Non capital Equipment Computer Expense			\$ -	\$ 1,500.00	\$ 1,500.00	100.00%
		64006-Non capital Equipment Oth	\$ 27,122.22	\$ 25,011.48	\$ 2,110.74		\$ (2,110.74)	0.00%
		64007-Books Subscriptions & Med	\$ 1,849.65	\$ 1,233.10	\$ 616.55		\$ (616.55)	0.00%
		64008-Computer Software & Licen	\$ 3,594.00	\$ 2,995.00	\$ 599.00		\$ (599.00)	0.00%
		64008-Computer Software & License Expense			\$ -	\$ 3,996.00	\$ 3,996.00	100.00%
		66509-Training/Professional Dev	\$ 2,416.45		\$ 2,416.45		\$ (2,416.45)	0.00%
		66509-Training/Professional Development Expense			\$ -	\$ 20,796.00	\$ 20,796.00	100.00%
		67001-Research & Development Su	\$ 1.00		\$ 1.00		\$ (1.00)	0.00%
		76002-Internal Service Allocati	\$ 4,464.69		\$ 4,464.69		\$ (4,464.69)	0.00%
		76002-Internal Service Allocation: Info Tech			\$ -	\$ 2,880.00	\$ 2,880.00	100.00%
		77404-Transfers for Replacement and Depreciation o	\$ 6,500.00		\$ 6,500.00		\$ (6,500.00)	0.00%
	000001 Total		\$ 819,705.98	\$ 35,745.54	\$ 783,960.44	\$ 1,059,288.00	\$ 275,327.56	25.99%
21003 Total			\$ 819,705.98	\$ 35,745.54	\$ 783,960.44	\$ 1,059,288.00	\$ 275,327.56	25.99%
Grand Total			\$ 819,705.98	\$ 35,745.54	\$ 783,960.44	\$ 1,059,288.00	\$ 275,327.56	25.99%